



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 41.2

### TITLE: ROLL CALL

**EFFECTIVE: 12/10/2017**

**REVISED: Replaces Policy 404**

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#### PURPOSE

Roll call provides an opportunity for an important exchange of information between employees and supervisors.

#### POLICY STATEMENT

1. Roll call is generally conducted at the beginning of the officer's assigned shift. Commanders shall ensure that each platoon begins their tour of duty with a formal roll call as specified herein.
2. A supervisor will conduct roll call.
3. Roll call should accomplish, at a minimum, certain basic tasks, including:
  - (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles and major investigations.
  - (b) Notifying officers of changes in schedules and assignments.
  - (c) Notifying officers of new Departmental Orders or changes in Departmental Orders or regulations.
  - (d) Reviewing recent incidents for training purposes.
  - (e) Providing training on a variety of subjects.
  - (f) Evaluating officer readiness to assume patrol. Including inspections of all uniforms and equipment required and carried on duty.
  - (g) Instruct officers to complete the Daily Training Bulletins (DTBs) prior to the end of the month.
  - (h) Ensure the Information Clipboard is up-to-date and information distributed.
  - (i) Any item that may be appropriate for discussion.
4. District patrol supervisors, DIU investigative sergeants and District special unit sergeants shall share crime and investigative information as much as reasonably possible in real time. All supervisors and/or officers shall be provided an opportunity to share information through daily patrol roll call or by departmental email.

#### INFORMATION CLIPBOARD

5. The District platoon / shift roll call clipboard shall be maintained in the District roll call

room and shall be available for review by all officers within the Department.

### **ROLL CALL TRAINING**

6. Roll-call training is a technique to supplement all other officer training and is an important component of department training. Roll-call training, as any training, is enhanced when supervisors provide useful information through proper planning and use of appropriate and effective training techniques and methods.
7. Roll call training shall be provided at the beginning of each shift and shall include special topics selected by the Education & Training Division Commander or District Commander that includes but is not limited to:
  - (a) Officer safety.
  - (b) Readiness.
  - (c) Community concerns.
  - (d) Review and discussion of new or updated Departmental regulations, Chapters or General Orders.
  - (e) Presentation and discussion of the proper application of existing guidelines to routine and unusual daily activities.
  - (f) Reviewing recent incidents for training purposes.

### **PREPARATION OF MATERIALS**

8. The Commander of the Education and Training Division should formulate monthly training plans to be disseminated on a Department wide basis on issues noted within the Department and issues noted with other law enforcement agencies.
9. The supervisor conducting roll call and/or roll call training is responsible for collection and preparation of the materials necessary for a constructive briefing and/or roll call training.
10. A supervisor may delegate this responsibility to a subordinate supervisor in his/her absence or to a subordinate officer with a particular expertise in the subject matter.
11. All training materials utilized and developed by the supervisor conducting the training shall be maintained in the unit files for a period of at least one year from the date of training.
12. Any training conducted by a non-supervisor with particular expertise shall include the credentials of the trainer with the training materials and shall be maintained in the unit training file.